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Privileged and Confidential -
Attorney-Client Communication

Philip Morris U.S.A.
(Records* Retention Program Questionnaire)

TO: Thomas G. Slater, Jr., Esq.
Hunton & Williams

FROM: Name: _____

Title: _____

Department: _____

1. Please identify, by name and telephone extension, the person or persons responsible for records management in your department.

2. What are the responsibilities of the person(s) identified by your answer to question No. 1?

3. What types of files are maintained by your department? (Examples: correspondence files, chronological files, personnel folders, budget files, manuals, vendor files, and so forth. Please try to identify every type of file maintained by your department.)

* Records are defined as "all books, papers, notes, photographs, writings or other documentary materials, regardless of physical form or characteristics, including computerized records, tapes or other forms of information or data storage. A record may take various forms -- paper, microfilm, computer tape, word processing disk, microfiche, video disk, etc." Records include personal files, even files kept at home which relate to the Company's business.

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4. Would it be difficult for you to identify each type of document and record contained in each of the files identified by your response to Question No. 3? If your answer is "yes," please explain why and estimate the number of hours it would take to do that identification.

5. Does your department have retention schedules for records generated by it? If your answer is yes, please attach a copy of all such schedules.

6. Does your department store files or records that are not currently in use? If yes, where?

7. What files or types of records does your department place in storage?

8. How frequently do you retrieve files that your department has stored?

9. What reasons most often lead you to retrieve files that have been stored?

10. Is your storage area adequate for current needs?

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11. Do you believe your storage area will be adequate to meet needs for at least the next five years?

12. What laws and governmental regulations affect your departmental records or require you to retain records?

13. Do you use a records management manual? If your answer is yes, please identify it.

14. Approximately how many persons are employed in your department?

15. How well are records managed in your department?

16. What problems do you encounter in your daily records use?

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17. How might records management in your department be improved?

18. What kinds of records security are exercised in your department?

19. How does your department dispose of outdated and unneeded records?

20. If your department currently has record retention schedules, to what extent are those schedules complied with?

21. If your department currently has record retention schedules, what is done to monitor compliance with those schedules?

22. Diagram the flow of records in your department. (Use the back of this page.)

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Source: https://www.industrydocuments.ucsf.edu/docs/rgck0000

23. Do individual personnel in your department maintain their own personal records (notes of meetings, copies of correspondence, calendars, diaries, etc.)?

24. If so, please describe the types or categories of personal records individuals maintain.

25. What procedures or policies exist for disposing of personal files?

26. Other comments?

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Source: https://www.industrydocuments.ucsf.edu/docs/rgck0000